

**Promotion and Tenure Portfolio Checklist  
of Required Contents for the Core Document  
May 2015**

Per NMSU Policy 5.90.5.5, the following items are required for all promotion and tenure portfolios. To facilitate review, please place all items in the portfolio in the order below. This list is adapted from NMSU Policy 5.90.5.5.

- Tab A. Routing form developed by the college or community college with spaces for required signatures – will be provided by the Dean’s Office
- Tab B. A cover sheet indicating the candidate’s name, current rank, department, and college or community college
- Tab C. Written documentation generated during the promotion and tenure process (see below for additional information)
  - Contract Status and Dossier Review form, including vote tallies for department (5.90.5.3 C6) and college (5.90.5.3 D5) promotion and tenure committees plus signature of department head and dean.
  - All promotion and tenure committee evaluations, including:
    - Department committee recommendation (5.90.5.3 C7)
    - College committee recommendations (5.90.5.3 D6)
    - Community college committee or committees (5.90.3 Promotion and Tenure Committees f)
  - Written recommendation from:
    - Department head (5.90.5.3 B12) or program director or division head (5.90.5.3 Department Chair of Program Director, Division Head b)
    - Dean (5.90.5.3 E8) or Community College President (5.90.3 Community College President b)
  - As needed: documentation of credit for prior service (5.90.3.6.1) or extension (5.90.3.6.2) or reduction (5.90.3.6.3) of probationary period (required if credit for prior service or extension or reduction of probationary period was requested).
  - Documentation of additional portfolio reviews (5.90.5.3 B8, 5.90.5.3 C8, 5.90.5.3 D7).
- Tab D. A table of contents
- Tab E. Candidate’s executive summary
- Tab F. A curriculum vitae
- Tab G. Annual performance evaluations for the period under review (see 5.90.5.5 for additional information)
- Tab H. The most recent conflict of interest form – can be obtained from <https://coi.nmsu.edu/>
- Tab I. Principal units’ mission statements
- Tab J. External reviews

**Additional items**

- Each college and campus needs to forward to the Provost’s Office all applicable guidelines for promotion and tenure.